

ACCESS TO PUBLICLY-FUNDED LONG TERM CARE PROGRAMS AND SERVICES POLICY

Effective Date: August 1, 2008

Policy:

It is the policy of the ADRC of St. Croix County to serve as the designated entry point for publicly-funded long term care programs in St. Croix County, including Care Management Organization (CMO) services and State Self-Directed Supports (SSDS). The ADRC's Resource Center Information and Assistance Specialists will be responsible for performing the initial long term care functional screens for prospective enrollees.

Procedure:

The need for a functional screen may be indicated at several times during the ADRC process, including

- during the initial or subsequent information and assistance (I&A) interview(s) or options counseling session(s).
 - through ongoing observation or a relationship with an individual which suggests a change in situation.
 - if an individual requests a screen.
1. The Information and Assistance Specialists will complete the functional screens. These staff members are certified to perform MA Waiver Functional Screens with adults using the State form.
 2. If an individual is found to be functionally eligible, it will be determined if the individual has Medical Assistance. If not, the Information and Assistance Specialists may assist in the completion of the application forms at the request of the individual.
 3. When an individual indicates that they are currently receiving MA, the Information and Assistance Specialists will follow established procedures to verify the MA status. All necessary information will be forwarded by the Information and Assistance Specialists to Economic Support (ES).
 4. When referrals are made and forms forwarded to ES, materials will be reviewed and an eligibility interview scheduled. The Information and Assistance Specialist will follow-up on the MA application status as requested by the individual or their representative.
 5. When a consumer is found ineligible for MA, ES will notify the ADRC. A notification letter will be generated to the consumer through CARES with a notice of appeal rights. The Information and Assistance Specialist will continue to provide options counseling, referral and assistance, as needed.
 6. When a consumer is found eligible for MA, ES will notify the Information and Assistance Specialist. Required documents will be compiled by the Information and Assistance Specialist for referral to the CMO. The Information and Assistance Specialist will notify the consumer and continue with options counseling, referral and assistance, as needed.

7. The ADRC's quality assurance plan will include a provision that a screen may be sent to DHFS for review. Individuals will receive appropriate rights, grievance and appeals information should they disagree with the functional screen results. Individuals will also be informed that they may initiate an appeal regarding the level of care generated by the functional screen.

Approved by:



Fred Johnson, HHS Director

7/31/08
Date



Brad Beckman, ADRC Manager

7-31-08
Date

Revised: July 22, 2008